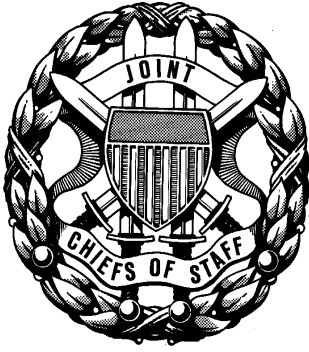


CJCSI 5261.01
1 March 1997

COMBATING TERRORISM READINESS INITIATIVES FUND



JOINT STAFF
WASHINGTON, D.C. 20318-0400



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-3

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COMBATING TERRORISM READINESS INITIATIVES FUND

- References:
- a. DoDD 2000.12, 15 September 1996, "DoD Combating Terrorism Program"
 - b. DoD O 2000.12H, February 1993, "Protection of DoD Personnel and Activities Against Acts of Terrorism and Political Turbulence"
 - c. DoD 700.14-R, July 1996 "Financial Management Regulation"

1. Purpose. This instruction establishes policy and procedures to facilitate execution of the Combating Terrorism Initiatives Readiness Fund established by the Secretary of Defense and managed by the Chairman of the Joint Chiefs of Staff.

2. Cancellation. None.

3. Applicability. This instruction applies to the Joint Staff, unified combatant commands, and other agencies, as appropriate.

4. Policy

a. The purpose of the Combating Terrorism Readiness Initiatives Fund is to fund emergency or other unforeseen high priority combating terrorism requirements.

b. The fund provides a means for CINCs to react to unanticipated requirements from changes in terrorist threat level or force protection doctrine/standards. It is not intended to subsidize ongoing projects, supplement budget shortfalls, or support routine activity that is normally a Service responsibility.

- c. Funds may be requested by a combatant command (CINC) for requirements arising in the CINC's geographic or functional area of responsibility (AOR). Each request for funds will be evaluated on its individual merits. Funds will not be allocated by apportioning a fixed percentage to each CINC. Funds may also be provided by the Chairman of the Joint Chiefs of Staff to a designated official for requirements in countries not within a CINC's AOR.
- d. Initiatives approved in any fiscal year are not normally considered eligible for resubmission or follow-on funding in subsequent years. For this reason, the fund will also not normally apply to civilian personnel positions. Because all funds are in the O&M appropriation, all funding for approved projects must be obligated before the end of the fiscal year for bona fide needs of that fiscal year.
- e. Initiatives are limited to O&M applications such as equipment, minor construction, travel and transportation, rent, communications, utilities, other services, supplies and materials.
- f. Examples of possible uses of funds are listed below. Candidate initiatives should be screened against this list to eliminate ineligible projects from consideration before submission to the Joint Staff.
 - (1) Physical security equipment. Examples are surveillance systems, lighting, access controls, alarm systems, body armor, and vehicle armor kits.
 - (2) Physical security site improvement. Examples are O&M funded minor construction, including perimeter and entrance barriers, fencing, and gates.
 - (3) Security forces/technicians. Examples are dedicated response and security forces and security force programs.
 - (4) Security and investigative matters. Examples are combating terrorism investigations and surveillance activities.
- g. CINC requests must be approved for submission to the Joint Staff at the CINC or deputy CINC level. Initiatives must be validated by the Antiterrorism Coordinating Committee (ATCC). The Chairman of the Joint Chiefs of Staff is the final approval authority for Combating Terrorism Readiness Initiatives Fund requests.

5. Definitions

- a. Antiterrorism (AT). Force protection defensive measures used to reduce the vulnerability of individuals and property to terrorist acts, to include limited response and containment by local military forces.
- b. Counterterrorism (CT). Offensive measures taken to prevent, deter, and respond to terrorism.
- c. Combating Terrorism (CbT). Actions, including AT and CT, taken to oppose terrorism throughout the entire threat spectrum.

6. Responsibilities

- a. Chairman of the Joint Chiefs of Staff. The Chairman is responsible for:

- (1) Managing the Combating Terrorism Readiness Initiatives Fund and acting as approval authority.
- (2) Formulating policies for program administration.
- (3) Providing reports, as required.
- (4) Planning, programming, and budgeting Combating Terrorism Readiness Initiative Funds, to include formulation and justification of funding requests to OSD.

- b. Director for Operations. The Director, J-3, as the Joint Staff office of primary responsibility for the Combating Terrorism Readiness Initiatives Fund, is responsible for:

- (1) Reviewing requests to ensure they meet program criteria as outlined in this instruction.
- (2) Evaluating initiatives and coordinating recommendations with the Joint Staff and with the unified commands and Services, as appropriate.
- (3) Submitting requests to the OSD and Joint Staff co-chairs of the DOD Antiterrorism Coordinating Committee for validation.
- (4) Monitoring transfer of funds for approved requests.

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(5) Preparing status reports for the Secretary of Defense, the Chairman, and Congress, as required.

c. Comptroller, Joint Staff. The Comptroller, Joint Staff, is responsible for funds control and reporting for the Combating Terrorism Readiness Initiatives Fund and for:

(1) Reviewing financial implications of CINC requests.

(2) Coordinating with the Under Secretary of Defense (Comptroller), and performing other liaison activities, as required.

(3) Determining optimal method of fund transfer for approved requests and ensuring the transfer takes place in a timely manner.

(4) Monitoring the status of funds and execution of initiatives through accounting systems data and reports from the CINCs.

(5) Assisting in the preparation of status reports to the Secretary of Defense, the Chairman, and Congress.

d. DOD Antiterrorism Coordinating Committee (ATCC). The ATCC is cochaired by ASD/SO-LIC and the J-3, Joint Staff. Membership on this committee comes from OSD agencies, the Joint Staff, and the Services. The ATCC co-chairs will validate CINC requests prior to the Chairman's approval.

e. Commanders of Unified Combatant Commands. The CINCs are responsible for:

(1) Submitting requests in compliance with program guidelines, to include documenting non-availability of funds from their parent Services.

(2) Establishing an office of primary responsibility for submission of requests and coordination with the Joint Staff.

(3) Obligating transferred funds for approved initiatives in a timely manner.

(4) Submitting quarterly reports required by the Chairman.

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7. Procedures

a. CINCs may submit candidate initiatives for funding under the Combating Terrorism Readiness Initiatives Fund throughout the fiscal year in the format shown in Enclosure A.

b. Upon receipt of CINC requests, the Joint Staff (J-34) will:

(1) Prepare and submit for staffing information packets on each individual project submitted. Packets will be coordinated with concerned Joint Staff directorates.

(2) Submit packets to the ATCC co-chairs for validation.

(3) Submit to the Director, Joint Staff, for final Joint Staff action, individual CINC requests with Joint Staff recommendations and ATCC co-chair validation.

(4) Provide the CINCs information on the status of requests.

(5) Coordinate with the Joint Staff Comptroller on requests validated by the ATCC and approved by the Chairman to ensure that funds are transferred to CINCs as required.

(6) Prepare all necessary reports.

c. CINCs will prepare a quarterly report to the Chairman outlining status of projects funded, benefits derived from the fund, and other issues and concerns relating to the fund (Enclosure B). The report is due to J-34 by the 15th of the first month of each quarter (January, April, July, and October).

d. CINCs will prepare a "Determination and Findings" statement in accordance with the Federal Acquisition Regulation, Part 17.5, for approved projects if funds are to be provided to a non-DoD activity.

8. Summary of Changes. None

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9. Effective Date. This instruction is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:

\Signature\
DENNIS C. BLAIR
Vice Admiral, U.S. Navy
Director, Joint Staff

Enclosures:

- A—CBT Readiness Initiatives Fund Submission Format
- Appendix—Commonly Used Object Classification Codes
- B—Quarterly Report Format

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ENCLOSURE A

COMBATING TERRORISM READINESS INITIATIVES FUND SUBMISSION
FORMAT

Submitted by: (CINC Name)

Amount Requested: (Rounded to the nearest thousand)

Title: (Unclassified version)

Description: (Must include a detailed description of the initiative, i.e., what the funds will buy followed by a brief summary of what is to be accomplished. Detailed cost estimates should be listed in this section. In particular, TDY requirements, contractual services, and equipment purchases must provide detailed unit costs, rates, and descriptions to include contractual vehicles and acquisition contracts to be used.)

Justification: (Should be a clear statement of need focused on how the project directly supports CINCs efforts to combat terrorism. Include impact if not funded, if the project has been included in a budget request or if other funding sources have been considered, and any other points for consideration. Also include documentation of non-availability of funds from parent service.)

(Provide separate answers to the following four questions:

- (1) Why was the project not funded last year or budgeted for this year?
- (2) Why does the project need to be funded this year and what will it add to the force protection posture?
- (3) Can the project be delayed until next year? If not, state the reason.
- (4) What is the impact of failure to fund this year?)

Funding Plan

Type of funds: (Breakout of funds by object class required. See Appendix)

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Example:	2532 Contract Studies	\$250,000
	2100 Travel and Per Diem	25,000
	2602 Computer Software	25,000
	Total	\$300,000

Project Point of Contact: (Name, Rank, Office, Phone Number.)

Contracting Point of Contact: (Name, Rank, Office, Phone Number.
Mandatory for all initiatives requiring contractual services and/or
procurement of equipment.)

Approving Authority: (CINC or Deputy CINC)

NOTES: 1. Submissions should not be limited to one page. Adequate information is required in order for the Joint Staff to assess each initiative competitively. Because of the length, submission by letter, vice message, is preferable.

2. Submissions must contain all paragraphs and required information. Failure to provide correct information will result in processing delays until the information is provided.

APPENDIX A TO ENCLOSURE A

COMMONLY USED OBJECT CLASSIFICATION CODES

21XX Travel and Transportation of Persons. Includes transportation of government employees or others, per diem allowances while in an authorized travel status, and other expenses incident to travel that are to be paid by the government either directly or by reimbursing the traveler.

- 2101 Per Diem
- 2105 Local travel
- 2106 Other travel costs

22XX Transportation of Things. Contractual charges incurred for the transportation of things and for the care of such things while in the process of being transported.

- 2211 Freight and express charges
- 2212 Trucking and other local transportation
- 2215 Air Mobility Command (AMC) cargo
- 2216 AMC Special Assignment Airlift Missions (SAAM)
- 2217 Military Sealift Command (MSC) cargo
- 2218 Port Handling
- 2219 Inland transportation

23XX Rent, Communications, and Utilities. Includes charges for rental of space and related services, charges for communications services, charges for utility services, and leased communication costs.

- 2311 GSA rental
- 2312 Other space rental
- 2321 Office equipment rental
- 2322 Automated data processing (ADP) and word processing equipment rental
- 2323 Reproduction equipment rental
- 2325 Other rentals
- 2331 Telephone service and equipment
- 2341 Communications circuits and equipment (DECCO)
- 2342 Satellite circuits (DECCO)
- 2343 CONUS lines (DECCO)
- 2344 AUTODIN (DECCO)
- 2353 Other communications services
- 2361 Purchased utilities

2401 Printing and Reproduction

25XX Other Services. Charges for contractual services not otherwise specified.

- 2509 Graphic equipment maintenance
- 2510 ADP and word processing equipment maintenance
- 2511 Office equipment maintenance
- 2512 Transportation equipment maintenance
- 2515 Minor construction and alterations
- 2521 Contract consultants
- 2522 Contract studies, analyses, and evaluation (ADP use 2566)
- 2523 Contract management support services
- 2524 Contract engineering and technical services (ADP use 2567)
- 2525 Other service contracts (Contract advisory and assistance services are not to be charged to this code.)
- 2526 Federally funded research and development center (FFRDC) studies and analyses
- 2539 Other motion picture, television, and radio services
- 2541 Translation and interpreting services
- 2545 Audiovisual production and services
- 2546 Audiovisual support
- 2551 Official representation funds
- 2561 ADP services purchased from DOD components
- 2562 ADP services purchased from other federal agencies
- 2563 ADP equipment time
- 2564 ADP operations maintenance
- 2565 ADP systems analysis and programming.
- 2566 ADP studies and other services
- 2567 ADP systems design and engineering
- 2571 Training--civilian personnel
- 2572 Training--military personnel
- 2574 Support agreements with other government agencies
- 2576 Advertising
- 2599 Other miscellaneous

26XX Supplies and Materials. Charge for items that are ordinarily consumed or expended within 1 year after they are put to use.

- 2601 ADP supplies
- 2602 Computer software (off the shelf)
- 2611 Communications supplies (cables, etc.)
- 2621 Reproduction supplies
- 2622 Office supplies--Stock fund
- 2623 Office supplies--Nonstock fund

2624 Other supplies

31XX Equipment. Charges for personal property that normally may be expected to have a period of service of 1 year or more without material impairment of its physical conditions. Includes charges for installation services when performed under contract.

- 3111 Transportation equipment
- 3121 Office furniture, furnishings, and fixtures
- 3122 Office equipment
- 3123 Reproduction equipment
- 3124 ADP and word processing equipment
- 3125 Office storage equipment
- 3126 Graphic equipment
- 3141 Communications equipment
- 3151 Audiovisual equipment
- 3152 Photographic equipment
- 3159 Other equipment

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ENCLOSURE B

QUARTERLY REPORT FORMAT

Submitted by:

Amount funded:

Title: (Unclassified version)

Status of Project: (Outline how the project was completed. If not complete, state what progress is being made and the expected completion date.)

Funding Data: (Indicate how much of the fund has been committed and provide a brief summary of how the fund has been obligated, name of contractor, vendor, or organization.)

Benefits Derived: (If project is complete, outline what benefits are being achieved.)

Action Officer: (Name, Rank, Office, Phone Number)

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